



**REGIONAL**

---

TIME SENSITIVE EMERGENCY COMMITTEE

**Quality  
Improvement  
Handbook**



# Table of Contents

Purpose	Page 3
About the Open Meeting Law	Page 4
Meeting Checklists	Page 5
Confidentiality Statement	Page 7

# Purpose

This Quality Improvement Handbook was developed by the Time Sensitive Emergency (TSE) program staff with the aid of the Idaho Attorney General's office to assist regional TSE committees in conducting case reviews within the scope of the law.

Any questions or concerns not covered in this manual can be submitted to the TSE program staff or to the Idaho Attorney General's office for clarification.

## **Idaho Time Sensitive Emergency Program Staff**

(208) 334-4904

[tse@dhw.idaho.gov](mailto:tse@dhw.idaho.gov)

## **Rob Adelson, Deputy Attorney General**

(208) 334-4901

[AdelsonR@dhw.idaho.gov](mailto:AdelsonR@dhw.idaho.gov)

# About the Open Meeting Law

**Regional QI Peer Review meetings are not required to be open to the public.**

All meetings of a **governing body of a public agency** shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by law.

**Governing body** is defined to mean the members of any **public agency** with the authority to make decisions for or recommendations to a public agency regarding any matter.

**Public agency** is defined to encompass various categories of governmental entities and subdivisions at all levels of government. The governing bodies of public agencies that are created by or pursuant to statute, as well as public agencies that are created by the Idaho Constitution, are subject to the Open Meeting Law

A **sub-agency** of a public agency is subject to the Open Meeting Law if the sub-agency itself is created by or pursuant to statute, ordinance or other legislative act. Thus, the TSE is considered a sub-agency because it is created by statute.

The Open Meeting Law defines **meeting** to mean “the convening of a **governing body of a public agency to make a decision or to deliberate toward a decision on any matter.**” **Decision** is then defined to include “any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.”

Thus, **Regional QI Peer Review meetings are not required to be open to the public** under Idaho law because such meetings do not include the governing body of the TSE and such meetings are not held to make a decision or to deliberation toward a particular decision on a matter.

## Is your case review going to take place during an Open Meeting?

If **yes**, use the checklist below.

If **no**, use the checklist on page 7.

This checklist is based on the *Idaho Open Meeting Law Manual*. <http://www.ag.idaho.gov/publications/legalManuals/OpenMeeting.pdf>

### **Before** beginning a quality improvement case review, the presiding officer must:

- ☐ State that an executive session for case review is authorized under the Idaho Open Meeting Law for the purpose of considering records that are exempt from disclosure as provided by law.
- ☐ Hold a vote to go into executive session. The vote must be at least 2/3 in favor of the executive session and the vote must be recorded in the minutes by individual vote (i.e. Susie Aorta voted aye, Fred Carotid voted no, Joe Brachial voted aye, etc.).
- ☐ Verify that each person participating in the review has signed the confidentiality agreement (see page 7).
- ☐ Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.
- ☐ Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

### **After** a quality improvement case review, the regional committee must:

- ☐ Send the final recommendation to the TSE program staff. Documents may be mailed or sent electronically.
- ☐ Regional committee officers must destroy all case review documents.

**If your case review is going to take place during a closed meeting, use this checklist.**

This checklist is based on the *Idaho Open Meeting Law Manual*. <http://www.ag.idaho.gov/publications/legalManuals/OpenMeeting.pdf>

There are no requirements **prior** to holding a case review.

**Before** beginning a quality improvement case review, the presiding officer must:

- ☐ Verify that each person participating in the review has signed the confidentiality agreement (see page 7).
- ☐ Remind those participating via telephone or other digital or electronic device that no other persons may have access to the information under discussion.
- ☐ Remind all participants that the purpose of the case review is to improve patient care and not intended to result in punitive action.

**Following** a quality improvement case review, the regional committee must:

- ☐ Send the final recommendation to the TSE program staff. Documents may be mailed or sent electronically.
- ☐ Regional committee officers must destroy all case review documents.



## Time Sensitive Emergency Council

### \_\_\_\_\_ Regional TSE Committee

Confidential Records and Information

I, the undersigned, as a member of the \_\_\_\_\_ Regional TSE Committee, acknowledge that pursuant to Idaho Code § 39-1392b the records utilized in the review of Time Sensitive Emergency cases are legally confidential, and the information contained thereon may not be revealed in writing, verbally, or by reproduction, except as authorized by the source of the record.

I understand that if I choose to participate in these reviews via telephone or other digital or electronic device, I am responsible for ensuring that no other persons have access to the information under discussion.

As a member of the North Central Regional TSE Committee, I agree to hold confidential and private all information from all records used in the review of TSE proceedings.

\_\_\_\_\_  
Printed Name of Member

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date



IDAHO DEPARTMENT OF  
HEALTH & WELFARE

# Forms Available Online

at <http://tse.idaho.gov/>

- Case Review Checklists
- Confidentiality Statement
- Trauma Case Review Outcome
- Trauma Case Review Data
- Stroke Case Review Outcome
- Stroke Case Review Data
- STEMI Case Review Outcome
- STEMI Case Review Data